



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

One Center Plaza  
120 West Fayette Street  
Baltimore, MD 21201

Anthony G. Brown  
Lt. Governor

Martin O'Malley  
Governor

Donald W. DeVore  
Secretary

October 2, 2009

Re: 10-JS-023/eMM Number V00SO260644 –Telephone/Fax Written Solicitation For Clinical Services In Anne Arundel County, Maryland

Dear Potential Bidder:

The Maryland Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Bids for the purpose of obtaining clinical services, namely, psychiatric assessments, psychological assessments, psychiatric consultations, and psychological consultations, for selected youth who are alleged or adjudicated offenders. Services shall be for youth residing in the community in Anne Arundel County, Maryland.

The Department may make multiple awards for the services specified in this solicitation. A maximum of \$25,000 will be awarded to the successful Bidder(s). The award(s) shall be made under Small Procurement Regulations, COMAR 21.05.07.

The Contract(s) awarded from this Solicitation shall be for a period of approximately 2 ½ months, beginning on or about October 19, 2009 and continue through December 31, 2009. In the event the Contract(s) does not commence on October 19, 2009, the Contract(s) shall be effective from the date it is signed and continue in effect for a period of 2 ½ months.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

There will not be a Pre-Bid Conference for this procurement.

**Bids for this Written Solicitation are to be submitted to the Procurement Officer by October 9, 2009, no later than 3:30 p.m. to Denise Anderson, Office of Procurement, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334A, Baltimore, Maryland 21201. Late Bids will not be accepted.**

You may obtain a copy of this Written Solicitation from the eMaryland Marketplace website at [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com).

Upon receipt of this Written Solicitation please acknowledge by E-Mail to [anderse@djs.state.md.us](mailto:anderse@djs.state.md.us).

If you have any questions, please submit them to my office as soon as possible via fax or email. The fax number is 410-333-4191. You may email me at [anderse@djs.state.md.us](mailto:anderse@djs.state.md.us).

Minority Business Enterprises (MBE's) and small businesses are encouraged to respond to this solicitation as a primary Contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed to the Maryland Department Of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact them by voice mail at 1-800-544-6056 or by E-Mail at [www.mdot.state.md.us](http://www.mdot.state.md.us).

If the prospective Bidder is a certified minority Contractor, the certification number must be provided in a cover letter.

If you are unable to obtain a copy from the website, please call Denise Anderson at 410-230-3469 for assistance.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form and submit it to my office at the above fax number. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors and to get feedback regarding this solicitation.

Sincerely,

Denise Anderson  
Office of Procurement